

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
SEPTEMBER. 11, 2018
MINUTES**

Location: Robbins Library Conference Room

Call to Order

Chair Amy Hampe called the meeting to order at 7:13 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, and Joyce Radochia. Currently there is vacancy on the board. Also in attendance were Andrea Nicolay, library director and Anna Litten, assistant library director. Community members attending were Pam DiBona, Susan Dorson, Naomi Greenfield, Denise Movsessian, Stephanie Murphy, Jane Peluso, Ted Peluso, Amy Weitzman.

Approval of August 6 Meeting Minutes (vote needed)

Trustees reviewed the Minutes of the August meeting. Ms. Fennelly noted the addition of the Materials to the minutes and moved to approve the minutes as amended. Ms. Calvin seconded the motion. The Board approved the minutes. Mr. Gates and Ms. Radochia abstained.

Community Time

Ms. Hampe remarked that this is not a debate, but a chance to inform library trustees as they look to move forward in supporting the library. Six community members voiced their support for the Little Fox and the current managers, Susan Dorson and Stephanie Murphy. The Board thanked the speakers for their time.

Little Fox Shop Comments

Ms. Hampe reminded the Board that this time is reserved for Ms. Dorson, Ms. Murphy, and Ms. DiBona to share information about the shop so the Board can plan for the future and better provide service to the community. Ms. Dorson and Ms. Murphy read from a prepared statement. The co-managers stated that the Little Fox shop has been a vital resource to community and shared a timeline for the Little Fox Shop. The managers shared that the Shop will lose an estimate of \$20,000 from this closing. The managers stated that they would like to move to fiscal sponsorship under the auspices of the Arlington Libraries Foundation and to provide support to both Robbins and Fox Branch libraries. Ms. DiBona stated that she is representing the Friends of Fox Board to discuss reopening the Little Fox Shop. Ms. DiBona said that the Friends of Fox Board hopes to reopen the Little Fox Shop within the next few weeks. Ms. DiBona stressed that there is no danger of financial loss to library and referred all to the public statement on the Friends of the Fox website. Ms. Hampe thanked all for speaking and

stated that the Board has no specific deliberation at this point but that this is a matter of great public interest.

Approval of FY19 Administration and Trustee Goals (vote needed)

The Board thanked Ms. Nicolay for her work on the revised Administration and Trustee goals. Ms. Calvin motioned to vote on the amended goals. Mr. Gates seconded the motion. The Board voted unanimously to approve the FY19 Administration and Trustee Goals.

Request for Adjustment to FY19 PLUGGED iN Program Budget (vote needed)

Ms. Fennelly made a motion to accept the FY19 PLUGGED iN Budget with the addition of \$640 to cover contingencies. Mr. Delmolino seconded the motion. The Board approved the amended budget unanimously.

Holiday Schedule (vote needed)

The Board discussed community feedback around three-day weekend closings. Ms. Nicolay was tasked with providing additional information about contracts with both the 680 union and the RLPA union. Vote postponed.

Fine Abatement Proposal (vote needed)

Ms. Litten informed the Board that she is working with Head of Circulation Marie Cannon to create a “Food for Fines” program in lieu of the longstanding “Fine Free Month.” Ms. Litten will present final plans for the “Food for Fines” program after working with Arlington Food Bank. Vote postponed.

Arlington Public Art Proposal (vote needed)

Ms. Nicolay presented a proposal from Cecily Miller of Arlington Public Art to create a permanent rotating mural for the Fox Branch Library. Mr. Delmolino motioned to approve the proposal. Ms. Fennelly seconded the motion. The Board approved the proposal unanimously.

Draft Capital Plan FY20-FY24

Ms. Nicolay shared a draft of the submission to the Capital Planning Committee. Ms. Nicolay intends to use this document to prepare the Capital Planning Committee for the Reimagining Our Libraries project, and noted in the request the intent to pursue many funding sources. Also included in the request was the library’s 2018 presentation to the Select Board regarding project outcome. The Board discussed recommendations created by the ROL working group for the order of projects, which are now reflected in the draft Capital requests. The Board expressed concern that both Robbins and Fox lack ADA compliance and are not up to code in other respects. Ms. Nicolay stated that

aspects of each phase of the ROL project could be included in Town Capital requests. The Board expressed interest in addressing the brick sidewalks which are a tripping hazard, and Ms. Nicolay stated that sidewalk capital projects fall under DPW.

Preliminary Discussion of FY20 Budget

Ms. Nicolay recommended removing fines as a budget priority to be considered for FY20. Ms. Nicolay shared research indicating that fines present a barrier to library use and do not translate to return of items. The Board asked Ms. Nicolay to provide more information on billed items vs. fined items. Library hours may come up in future FY20 budget priority discussions prior to the budget presentation to the Town Manager.

Winfield Robbins Art Print Collection Update

The Board discussed holding a vote before the next Town Meeting. Following the vote, the Board may seek permission at Town Meeting to take further action with the collection.

Director's Report

The Board reviewed the Director's Report.

Foundation Liaison Update

Ms. Nicolay shared that the Foundation Board approved the FY19 budget request.

Friends Liaison Updates

Ms Radochia reported the Friends of Robbins have been working on landscaping for the library and are preparing the Town Day Book Sale. The Friends of Fox did not meet in August.

Communications and Announcements

Ms. Nicolay shared Ms. Rho's letter of resignation from the Board. The Board noted that Ms. Rho's money smarts, number smarts, and wonderful attitude will be missed. Ms. Nicolay shared Rob Lorino's letter requesting Staff Development funding to attend ComicCon. Ms. Nicolay supports staff in looking for unusual professional development opportunities as long as they are relevant to the work that staff are performing. The Board discussed the Town Day schedule. Ms. Nicolay shared the Arlington Reads Together announcement.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: October 9, 2018

The date of the next meeting will be Tuesday, October 9, 2018

Adjournment (vote needed)

Mr Delmolino moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 9:01.

Materials Distributed:

- Agenda Sept. 11 Meeting
- Minutes of the Aug. 6, 2018 Meeting
- FY2019 Administration and Trustee Goals
- PLUGGED iN Proposed 2018-2019 Calendar and Budget
- Library Staff Holidays, 2019
- APA Proposal for a Community Mural Site
- Capital Budget Request--Draft
- Library Director's Report